

## § 239.8

## 32 CFR Ch. I (7–1–12 Edition)

### § 239.8 Funding.

(a) *Revolving fund account.* The revolving fund account contains money appropriated in accordance with the ARRA, and receipts from the management, rental, or sale of the properties acquired.

(b) *Appropriation, receipts, and allocation.* Funds required for administration of the program will be made available by DoD to the HQUSACE. Funds provided will be used for purchase or reimbursement as provided herein and to defray expenses connected with the acquisition, management, and disposal of acquired properties, including payment of mortgages or other indebtedness, as well as the cost of staff services, contract services, Title Insurance, and other indemnities.

(c) *Obligation of funds.* For government acquisition of homes under the authority of this Rule, funds will be committed prior to the Government's offer to purchase is conveyed to the applicant. The obligation will occur upon timely receipt of the accepted offer returned by the applicant.

### § 239.9 Application processing procedures.

(a) *Acceptance of applications.* The district will accept applications (DD Form 1607) for HAP and Expanded HAP benefits submitted through the U.S. Mail or other delivery system direct to the appropriate district office. See § 239.15 of this part for a list of District field offices.

(b) *Application Form (DD Form 1607).* Should the DD form 1607 not provide all the information required to process Expanded HAP applications, Districts must provide applicants appropriate supplemental instructions.

(c) *Assignment of application numbers.*

(1) *Assignment of application numbers.* When a District receives an application, it will assign the application number and develop and maintain an individual file for each property. Applications for programs located in another District will not be assigned a number, but will be forwarded immediately to the District having jurisdiction. An application number, once assigned, will not be reassigned regardless of the disposition of the original application. Reactivation or reopening

of a withdrawn application does not require a new application or application number.

(2) *Method of assignment.* An application will be numbered in the following manner:

(i) *Agency code.* Code to indicate the Federal agency accountable for installation being closed or applicant support:

- (A) 1—Army
- (B) 2—Air Force
- (C) 3—Navy
- (D) 4—Marine Corps
- (E) 5—Defense Agencies
- (F) 6—Non-Defense Agencies
- (G) 7—U.S. Coast Guard

(ii) *District code.*

- (A) Sacramento: L2
- (B) Savannah: K6
- (C) Fort Worth: M2

(iii) *Applicant category code* (military/civilian/wounded/surviving spouse/PCS):

- (A) 1 = Civilian (BRAC)
- (B) 2 = Military (BRAC)
- (C) 3 = Non-appropriated Fund Instrumentalities
- (D) 4 = Military Wounded
- (E) 5 = Civilian Wounded
- (F) 6 = Surviving Spouse (military deceased)
- (G) 7 = Surviving Spouse (civilian employee deceased)
- (H) 8 = Military PCS

(iv) *State:* State abbreviation.

(v) *Installation number:* The five digit ZIP Code of the applicant's present (former, if they have already moved) installation, offices, or unit address. Examples are:

(A) For a BRAC 05 applicant moving from the closing Saint Louis, Missouri, DFAS office to Minneapolis, Minnesota, use the ZIP Code of the city from which he or she is moving, e.g., 63101, for St. Louis, Missouri.

(B) For wounded warrior or surviving spouse who moved from primary residence, use present installation or home town.

(C) For Service members who are eligible based on PCS criteria, use ZIP Code of installation from which they depart.

(vi) *Application Number:* Sequential beginning with 0001.

*Example 1:*

2 K6 2 NH0 3 8 0 30 0 0 1